Approved For Release 2003/04/29: CIA-RDP84-00780R000200120025-2

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16 July 1962

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25X1	MEMORANDUM FOR:	
	SUBJECT : Manpower Task Force	
	1. In connection with the recently established Manpower Task Force, of	
25X1	which you are the Chairman, as relayed to me your	
	request for (a) the names of three DD/S people, preferably with prior IG or I&R	
	Staff experience, who can serve as members of the Task Force staff and (b) my	
	suggestions as to what DD/S offices might most appropriately be examined by the Task Force.	
	2. I understand that the names of	25X
	have been mentioned as good candidates for the staff. They both can be made	
25X1	available. Since is to be chief of the staff, I would hope that these	
	three from the DD/S area, plus of course, would consti-	25X
	tute a fair DD/S contribution.	
	3. The workload in the support area has for several years grown very	
	substantially without a corresponding increase in personnel. I wish it were	
	possible for the Task Force to examine the manpower situation in all of the	
	support offices. I would certainly be most grateful for any suggestions as to	
	how we might do our work with fewer people or as to services rendered which	
	might be eliminated or curtailed. If it is not possible to examine all offices,	
	I would prefer to leave to your judgment the selection of those to be looked into.	
	I list below, in the order in which I believe their manpower needs are least	
	understood, some comments about each support office and staff which may be helpful:	
	a. Office of Logistics - Large; people on duty as of 30 June	25X
	1962; many personnel engaged in such services as chauffeurs, telephone	
	operators, couriers, laborers, etc.; number of people engaged in these	
	services as opposed to professional Logistics officers not generally	
	appreciated. Director of Logistics feels that he needs an increase in personnel in order to carry on present level of service.	
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Approved For Release 2003/04/29 201A RDP84-00780R000200120025-2

25X1	b. Office of Personnel people on duty as of 30 June 1962; a high ratio of personnel officers here and elsewhere in the Agency in comparison to the rest of Government. Questions continue to be raised by responsible officials as to why we need so many personnel officers. Such services as the Credit Union, insurance program, Central Processing, etc., are not generally appreciated by Agency management. Individual personnel are carrying a heavy workload; and the Director of Personnel feels that, in order to render satisfactory service, he must have an increase.	
25X1	c. Office of Security people on duty as of 30 June 1962; strongest admonitions from Agency management that we must not scrimp in order to have the best possible security. However, this office is spread thin with the present authorization to do its job, and some increase appears essential in order to carry out new functions approved by the Director. This office is often criticized for having too many people and at the same time for not completing investigations with greater speed.	
25X1	d. Office of Training eople on duty as of 30 June 1962. Training can, of course, be tailored to the instructors and supporting personnel available to carry on. Requirements levied, however, continue to increase and the number of personnel needed	25X1 25X1
	e. Office of Communications people on duty as of 30 June 1962; our largest and most expensive office; also recognized, however, as being one of the best managed offices in the Agency. Agency management has an unsatiable appetite for more communications and is generally willing to see that Communications has what it needs to do the job. A large part of the activities carried on by Communications are not difficult to measure; and, if this office should be chosen for examination, I do not think it would take an extensive amount of time, despite its size, dispersion, and complexity.	25X1
25X1	f. Medical Staff - people on duty as of 30 June 1962; small, efficient, growing workload; if chosen, would take very little time to examine.	

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g. Automatic Data Processing Staff - people on duty as of 30 June 1962; small, just getting airborne; probably not worth devoting much time to at this point.

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L. K. White Deputy Director (Support)

DD/S:LKW:sbo Distribution:

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O & 1 - Addressee

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1 - DD/S chrono

√1 - DD/S subject

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